

## Example Board Meeting Evaluation Survey

### Board Meeting Evaluation Survey

Please complete the following survey by rating the meeting on a scale of 1 to 5 with 1 being “**Needs Work**” and 5 being “**Just Right**” and adding your suggestions. Your input will assist in making board meetings more productive, engaging, and worth attending. Thank you.

1) Meeting agenda and supporting material were received in a timely manner.	1	2	3	4	5
2) Meeting started on time.	1	2	3	4	5
3) All members were in attendance.	1	2	3	4	5
4) Everyone came prepared.	1	2	3	4	5
5) Meeting agenda was appropriate and relevant.	1	2	3	4	5
6) Adequate information was available to support the board in making informed decisions.	1	2	3	4	5
7) Members did not stray from the agenda.	1	2	3	4	5
8) Discussion was focused and valuable.	1	2	3	4	5
9) All members participated in discussions and decisions.	1	2	3	4	5
10) Members conduct was businesslike and cordial.	1	2	3	4	5
11) Reports were clear, concise, and well prepared.	1	2	3	4	5
12) Meeting stayed on track with the agenda.	1	2	3	4	5
13) Time was used effectively.	1	2	3	4	5
14) At the end of the meeting agreed action items and assignments were reviewed.	1	2	3	4	5
15) Meeting room was comfortable.	1	2	3	4	5

Ideas to improve our meetings: